



REQUEST FOR LSTA SUB GRANT REIMBURSEMENT -- INSTRUCTIONS

South Carolina State Library LSTA – PL 108-81, As Amended

*Submit one (1) original signature paper copy to the LSTA Coordinator
INCLUDE ALL REQUIRED DOCUMENTATION*

Sub-Grant Project Title. The title you have given to your project.

- I. **Sub-grantee Name:** The entity receiving the grant. **Date:** This is the date of the award (*See your award notice/contract*).
- II. **Project Administrator, Phone, E-mail:** This is the staff member that is responsible for managing the project on a day-to-day basis, preparing reports and serving as the project contact person.
- III. **Fiscal Officer, Phone, E-mail:** This is the staff member responsible for financial records of the project on a day-to-day basis and who serves as the contact person on financial matters.
- IV. **Total LSTA Award:** Indicate final LSTA budget approved by the SCSL. Complete remainder of information as requested for:
 - **LSTA Funds Expended Year-to-Date (YTD).**
 - **Reimbursement Received YTD from the SCSL**
 - **Total YTD Reimbursement Requested:** Indicate the total amount of funds to be reimbursed.
 - **LSTA Reimbursement Request (Current):** The amount being requested for each budget category.
 - **LSTA Award Balance:** LSTA funds remaining after subtraction of YTD reimbursement and requested reimbursement.

Reimbursement requests submitted without proper expenditure documentation ARE NOT processed by the SCSL.

Acceptable documentation of expenditures includes legible copies of:

- Invoices that show the name of the vendor, invoice number, date, description of goods and/or services, quantity, unit cost, applicable shipping and handling charges, taxes, discounts and total amount. **Invoices must be marked with the following:**
 - Words “APPROVED FOR PAYMENT” (this indicates goods and/or services have been received as ordered and in acceptable condition)
 - Sub grantee award number, e.g., IID-08-58 (*See award notice/contract*)
 - Amount charged to LSTA funds
 - Fiscal Officer’s initials and date

When submitting numerous invoices per category, provide a summary spreadsheet by vendor, invoice number, date and amount (subtotal by vendor then by categories). DO NOT SUBMIT duplicate invoices. **NOTE:** See the LSTA Guidelines for additional information.